



CIVIL AIR PATROL MISSISSIPPI WING
UNITED STATES AIR FORCE AUXILIARY

01 Oct 2012

FROM: Mississippi Wing
1635 Airport Drive
Jackson, MS 39209

SUBJECT: CAP Vehicle Policy Letter

Motor Vehicles

Operation And Maintenance Of Civil Air Patrol Owned Vehicles.

Purpose: The purpose of this policy letter is to enhance specific sections of CAPR 77-1.

Scope: The scope of this policy letter addresses paragraphs in CAPR 77-1 but is not limited to only those topics delineated in this regulation. The Letter also addresses safety issues not covered in this regulation; however, they are made policy herewith and shall be adhered to.

Policy Directive:

The Mississippi Wing will establish two complete sets of vehicle records. One set will be filed by the Wing/LGT with the second filed in the squadron files IAW CAPR 77-1 and CAPR 10-2, Table 10. In addition, a Vehicle Information Folder (VIF) that includes the following items: Original State of Mississippi Registration, copy of the current NHQ/LGT issued liability insurance card, a monthly working copy of CAPF 73, a MSWG Mishap Reporting Procedure, a MSWG Maintenance Checklist, a USAF-CAP Vehicle Inspection Checklist (latest) and a Vehicle Compliance Inspection Checklist (latest) shall be carried on board.

CAPF 73 will be maintained in each vehicle folder by the unit/individual assigned and a completed copy forwarded to the Wing/LGT. CAPF 73 will be uploaded into ORMS by the 5th of each month.

Members requesting a CAP Driver's License will fill out an Application for Civil Air Patrol Driver's License (Attachment 1). Signing this application you state that you have read and understood the regulation and this policy letter. Commanders by approving the application verify that the member is trained and cognizant in the context for the established procedures and regulation governing the CAP vehicle and its operation. The member will scan and upload a copy of the front and back of their state driver's license along with a copy of driving history into eServices. The driving history is to be requested by the member from the issuing State. The member will e-mail a signed copy of the application to the MSWG/LGT. Once the Unit Commander approves the CAP license and the Wing LGT receives and reviews the application, the uploaded documents will be approved.

All Mississippi Wing vehicles will be modified to permit radio and fire extinguisher installation. No other modification is permitted on CAP owned vehicles without specific written approval from the Wing Commander. Copies of any written approvals will be placed in both vehicle records folders.

Smoking is prohibited in a MSWG vehicle.



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The unit maintenance officer will ensure routine maintenance (Scheduled Maintenance) is accomplished when required. This maintenance includes but is not limited to hoses, belts, wiper blades, engine oil, oil filter, air filter, burned out lights replacement, tire rotation and balance, and lubrication every 5,000 miles or 6 months. New vehicles will be maintained as per the owner's manual in each vehicle. The vehicles are to be waxed once yearly. All routine maintenance cost is the responsibility of the unit to which the vehicle is assigned. . The Squadron shall notify the WG/LGT when the scheduled maintenance is completed. This notification shall include the maintenance performed, the cost incurred and the mileage when the maintenance was completed.

A handwritten signature in dark ink, appearing to read "Carlton R. Sumner", with a long horizontal flourish extending to the right.

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